



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 03-018
POSITION: Security Clerk
SERIES/GRADE: PG-0086-04
SALARY RANGE: \$23,357 - \$30,360 PA
ISSUE DATE: 02/03/03
CLOSING DATE: 02/24/03
NUMBER OF VACANCIES: Six (6)
ORGANIZATION: Office of Administrative Support
Physical Security Group
Uniformed Police Branch
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: None
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Various Shifts
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: NO
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

This position is located in the Uniformed Police Branch (UPB), Physical Security Group, Office of Administrative Support. The incumbent performs tasks in support of established security programs of the U.S. Government Printing Office (GPO). The incumbent operates metal detector and x-ray machine equipment and provides limited security assistance to the law enforcement, protective, and crime prevention efforts of the UPB. Monitors identification of individuals entering GPO main buildings. Serves as fixed locations to operate an archway metal detector or conveyor belt driven x-ray machine. Screens incoming personnel for bombs, concealed weapons, explosives, and other contraband. Inspects incoming packages, parcels, bags, briefcases, purses, backpacks, satchels, and other containers for bombs, weapons, explosives, incendiary devices, and other contraband, utilizing and operating a conveyor belt x-ray machine. Places inspection certificates on cleared GPO product items contained in cartons, envelopes, and other packing materials which are scheduled for delivery the U.S. Capitol. Requests the assistance or intervention of a GPO police officer when required. Serves as the UPB reception window/desk when not engaged in inspection duties. Assists GPO Mail Room personnel by processing an clearing incoming mail items through a conveyor belt x-ray machine. Performs a variety of support duties (e.g. examines vehicles and inspects cargo seals, visually inspects exterior cargo area and the driver's compartment of GPO vehicles, secures cargo door(s) and notates appropriate delivery documentation).

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Knowledge of security objectives, procedures and skills.
2. Ability to deal with wide variety of persons.
3. Ability to communicate with a transceiver walkie-talkie radio or telephone.
4. Ability to recognize an explosive device, a concealed weapon, a bomb or other Contraband.
5. Knowledge of operational and technical aspects of the metal detectors.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume*. If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectee must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned)
- be a United States citizen or national (e.g. resident of American Samoa)
- include their Social Security Number on their application

SUBMIT APPLICATION(S) TO:

Unit 1

U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street NW
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1590
TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES****
****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****